

ROUTING AND TRANS

Sanitized Copy Approved for Release 2010/10/25 : CIA-RDP88G00186R001001210009-2

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. FOR YOUR DIRECT HANDLING AS APPROPRIATE.

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, assignments, and similar actions.

STAT

FROM: EO/DDA 7D18 HQS	Room No.—Bldg.
	Phone No.

STAT

OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.306

* U.S.G.P.O. 1983 - 421-529/320

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
2 DDCI				
3 EXDIR		X		
4 D/ICS				
5 DDI				
6 DDA	X			
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/Pers		X		
14 D/OLL				
15 D/PAO				
16 SA/IA				
17 AO/DCI				
18 C/IPD/OIS				
19 NIO				
20 D/OEEO		X		
21				
22				

SUSPENSE

Date

Remarks

Executive Secretary

9 Oct 85

Date

3637 (10-81)



Executive Registry

85-3858

DD/A Registry

85-3487

P.O. Box 23662, L'Enfant Plaza Station, Washington, D.C. 20026

September 20, 1985

Dear Colleague,

The Association of Hispanic Federal Executives is pleased to announce that we have scheduled our third Executive Seminar for supervisors and managers. The seminar will be held in San Antonio, Texas, October 30-31, 1985, at the Tropicano Hotel.

Our theme "Executive Competence - Pathway to Excellence" reflects the purpose of our seminar, which is to provide managers and supervisors with the knowledge and expertise required to prepare them for executive level positions in the Federal service.

The seminar will feature speakers who serve in senior executive positions in private industry and the Federal Government. There will be an assessment and discussion of executive competencies followed by workshops on Work Unit Planning, Management of Human Resources, Problem Solving Techniques, and Communicating for Best Effect.

Our previous seminars have been very well received and we continue to design our tracks to provide practical solutions for everyday problems. We urge you to nominate managers GS-12 and above, Hispanic and others, so they may improve their management abilities, enhance their career goals, and maintain excellence in your organization.

You may nominate candidates for this seminar by submitting Standard Form 182 and the completed registration form in the enclosed brochure by October 15, 1985. Cancellations must be made in writing one week before the start of the seminar.

The two day seminar is \$200.00 per person. However, because of space limitations, the seminar will only be open to the first seventy managers nominated. Send nominations to:

Training Officer
Association of Hispanic Federal Executives
P.O. Box 23662 L'Enfant Plaza Station
Washington, D.C. 20026

If you have any questions, please feel free to call Mr. Israel Valdez, Conference Coordinator, at 301-248-2179.

Sincerely,


Gilbert Chavez
President 1985